



Board Meeting Minutes

Thursday, January 19th, 2006

1:30 PM

Location: TLC Classroom
(Tempe Public Library – lower level)

Facilitator: Gretchen Maynard

Members Present:

Lorinda Bush, Carol Clark, Kevin Devery, Jeff Kulaga, Lucy Morales, Barbara Lear, Dick Mickle, Carolyn Mills, Mark Stodola, Dawn Oliphant, Wydale Holmes, Gretchen Maynard, Valerie Hernandez

Members Absent:

Mitch Bycura and Anna Marie O'Brien

Agenda Item 1: Workshop Committees

- Committee members reported to their respected committee assignments.

The New MST Committee:

Valerie Hernandez, Gretchen Maynard, Jeff Kulaga, Mark Stodola, Lorinda Bush and Mitch Bycura.

The Marketing Committee:

Carol Clark, Dawn Oliphant, Barbara Lear, Carolyn Mills, and Lucy Morales.

CPM Think Tank:

Dick Mickle, Wydale Holmes, Anna-Marie O'Brien, Kevin Devery, Patty Hatvick.

- A short debrief of each committee was presented to the entire board.

Agenda Item 2: Committee Debriefs

New MST Committee:

The committee agreed on the following points:

- 1) MST I and II should remain mandatory for new supervisors and managers but open to all employees.
- 2) MST I and II needed to emphasize how each department serves the citizens of Tempe. Other sessions need expanding, such as interactive communication.
- 3) MST III will “morph” into “Real Colors” and be open to all employees.
- 4) The afternoon session of “Real Colors” will focus on practical application in the workplace.
- 5) Sessions need to be comprised of department “work teams”.

Marketing Committee:

The committee was in agreement that the TLC Webpage needed to be revamped. Some of the ideas that were shared were:

- 1) Adding a link to the ITD Training Calendar.
- 2) Creating a TLC Training calendar of classes and events to place on the website. Once the calendar is created, market to COT employees through city information, training server administrators, and a possible hard copy distribution to all city employees.
- 3) Add bio's of TLC Faculty.
- 4) Replacing out dated pictures with actual COT employees and Faculty members facilitating classes.
- 5) Adding testimonials of students that have had success with TLC services.
- 6) Basic updating of links and programs

By email, the committee will assign tasks and timelines for website revamping.

CPM Think Tank:

The committee was renamed to CPMAC (Certified Public Manager Advocacy Committee) and established four objectives to initiate a system that will:

- 1) Capture the organization's return on investment (ROI) from employees participating in the CPM program (follow-up survey, interviews, projects realized, brown bag lunch, stories - experiential/testimonials).
- 2) Be a catalyst to help others apply a CPM framework and techniques to issues.
- 3) Create an avenue to continue healthy networks for CPM graduates and current students, and (Internal/External, Online and In-person)
- 4) Provide support and advocacy for CPM candidate recruitment efforts.

The committee began initial discussion of ideas on how to realize the established objectives and will meet before the next TLC Board meeting to create an action plan.

Agenda Item 3: TLC Information Gretchen

- Gretchen would like TLC Board Members to help TLC educate COT employees on differences between "information presentations", "training" (or in the case of TLC) "interactive adult education programs" and "organizational development". A brief summary of these terms will be sent to TLC Board Members for review and distribution.
- Gretchen asked committee members to continue to move forward on projects and be prepared to report on progress at the next board meeting.

The next TLC Board Meeting is scheduled for March 16th, 2006.

Item(s) for the next meeting:

- Committee Updates

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